

TRANSPORTATION FACILITIES SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To manage, supervise and coordinate the activities of the Bus Stop Maintenance Workgroup within the Transportation Division; to coordinate facility and equipment maintenance and cleaning activities for the City's transit facilities and bike path facilities; and to perform a variety of professional technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives general direction from the Transit Administrator, Transportation Division or from other supervisory or management staff.

Exercises direct supervision over bus stop cleaning and maintenance staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage the development and implementation of goals, objectives, policies and priorities related to transportation facility and fleet maintenance which support the City's multi-modal transportation plans.
- Select, motivate and evaluate personnel using employee feedback; counsels employees to help correct deficiencies; coordinates staff training and ensures that staff contributes to the City's mission and values.
- Establish and manage the preventive maintenance program and corrective maintenance for major transit facilities (Valley Metro Tempe/Scottsdale Transit facility and downtown Transportation Center) in accordance with Federal Transit Administration requirements.

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- Manage the Transit Liquid Natural Gas (LNG) Station, fuel delivery and maintenance contract.
- Manage fleet procurements and establish a fleet inspection and monitoring program to ensure transit service provider maintains all city owned buses in accordance with industry accepted standards (e.g., OEM standards, Federal Motor Vehicle Carrier Safety regulations, and Federal Transit Administration regulations)
- Plan, prioritize, assign, supervise and review the work of staff involved with maintenance and cleaning of bus stops and shelters, and bike path sweeping.
- Coordinate building maintenance and cleaning activities with Facilities Maintenance Division, and Custodial Division;
- Coordinate with transit service contractor within the Valley Metro Tempe/Scottsdale Transit on solutions to building maintenance and cleaning issues.
- Manage maintenance contracts for specialized equipment and services by preparing specifications and monitoring contract performance and warranty.
- Ensure the adherence to safe work practices and compliance with Public Works Safety Manual.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible facility maintenance, fleet maintenance and/or related field. One year lead or supervisory experience preferred.

Training:

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Equivalent to an Associate's degree from an accredited college or university with course work in business, public administration, building construction and maintenance, or a related field. Bachelor's degree is preferred.

Licenses/Certifications:

Requires the possession of a valid driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 343

FLSA: Exempt